

GMASCNA POLICY AND PROCEDURE

APPROVAL DOCUMENT 2026

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Purpose and Procedure

The GMASCNA is a service committee of NA Groups borne of and bound by the 12 Traditions and 12 Concepts of Narcotics Anonymous. It is the purpose of the GMASCNA to serve Member Groups in their primary purpose-- to carry the message of NA recovery, share solutions, and provide support to area NA groups requesting assistance. The GMASCNA is fully self-supporting and declines outside contributions. All funds come from member groups.

Membership GMASCNA Geographical Boundaries

The GMASCNA boundaries shall include Morgantown and surrounding communities.

Member Groups

The members of the GMASCNA will be any NA Group in the GMASCNA area. NA Groups become members by sending one GSR and/or Alternate to GMASCNA meetings. GSR's and GSR Alternates will serve according to their respective group's conscience. All Groups in the GMASCNA are encouraged to send a GSR and/or GSR Alternate to GMASCNA meetings on a monthly basis. All GMASCNA business will be conducted on a monthly basis by way of the established voting members who are present at each GMASCNA meeting. Area business will be conducted regardless of the number of voting members present. All groups' representatives should be present and on time.

Meeting List Policy

For a Group's meeting(s) to be included on the official GMASCNA meeting list a Group's representative must attend a GMASCNA meeting and indicate that the Group would like its meeting to be included. Inclusion is subject to GMASCNA approval. The meeting list should include the correct meeting information for each group, the correct name for each group, the helpline number, and a meeting list key (see the regional meeting list for an example). The placement of a Group's meeting information in any media shall be updated as feasible, follow the same policy as outlined for inclusion in the meeting list, and be taken care of by the Web Servant (PR Sub-Committee) or an appointed trusted servant if no Web Servant (PR Sub-Committee) or any other Sub-Committee exists.

When a group needs to update their meeting information: The updated meeting information will be posted on the GMASCNA Facebook page. The meeting information will then be updated on the GMSACNA Website as soon as possible by the Area Web servant. The GMASCNA Web servant also will send the updated meeting information to the GMASCNA RCM.

If a Group fails to be represented at/or submit a written report to three consecutive regular GMASCNA meetings, an automatic proposal will be made for removal of the Group's meeting(s) from the official GMASCNA meeting list and website. The GMASCNA Vice-Chairperson shall contact a group's GSR on their group's second (2nd) absence from a regularly scheduled GMASCNA meeting. All other instances of removal are to be considered individually. All proposals for removal are to be tabled so the matter can be taken back to home groups.

Following that, all votes for removal must have a 2/3 majority to pass. A Group's meeting(s) can be placed back on the meeting list at the time the Group satisfies the original requirements for inclusion. Any GSR may make a proposal for a meeting's re-inclusion at any time. (For a Group's meeting(s) to be included on the official GMASCNA meeting list a Group's representative must attend a GMASCNA meeting and indicate that the Group would like its meeting to be included. Inclusion is subject to GMASCNA approval.)

C.A.R. (Conference Agenda Report) Workshop/Voting Policy

1. That the GMASCNA will have (1) one bi-annual C.A.R. workshop, put on by the RCM and a representative of the RSC or WSC, for C.A.R. information gathering only.
2. Group representatives can then carry C.A.R. information from C.A.R. workshop back to groups.
3. Each group's representative will carry a tally of individual votes on each C.A.R. proposal to the RCM prior to the C.A.R. voting at the MRSCNA.

Communications Policy

The area email list will serve as primary communications method for all GMASCNA correspondence. All information must be approved by the Chairperson or Vice-Chairperson before distribution through the email list. The email list serves as the primary communication tool for matters pertaining to area business.

The area social media account and website will serve as a secondary information tool to further reach the members of the GMASCNA about the area events and celebrations provided by the individual home groups.

Clean Time Requirements

The GMASCNA will follow clean time requirements for positions (as stated in this GMASCNA Policy) that handle money and will not suspend clean time for those positions (when considering candidates for ASC elections and/or filing vacant ASC positions).

Literature for new Home Groups and Area Sub-Committees

A new (GMASCNA) member group can come to the area and request literature one time (up to \$100.00 dollars) within the first 30 days of the group's formation.

All (GMASCNA) sub-committees can request literature directly from the Literature Sub-Committee Chairperson at the GMASCNA monthly meeting up to \$100.00 dollars.

Policy on Approving Policy

This policy document shall be work-shopped by the Officers, GSR's, Groups, and Members of the GMASCNA as follows:

1. The GMASCNA will have at least one area policy workshop a year at a specified time and place to be announced in the GMASCNA minutes.
2. That any and all recommendations or changes to the policy workshop be taken back to the GMASCNA groups to vote on.
3. Any disagreements with policy workshop recommendations or changes by the groups will be taken back to the ASC in the form of proposals.
4. After proposals are passed, the changes then are to be put in the GMASCNA policy document.

5. Policy proposals made throughout the year are effective when passed; policy document will be updated and emailed to GSR's after the yearly policy workshop.

Social Media and Group Platforms

The Web Servant, Area Chairperson, Area Vice-Chairperson, and Area Secretary, shall serve as administrators for social media accounts. All posts are to be approved in a timely manner at the discretion of the administrators in keeping with spiritual principles and NA traditions.

Zoom Account

The GMASCNA will maintain a Zoom Account to be used for ASC meetings, Sub-Committee meetings, and other ASC related service meetings. The GMASCNA Vice-Chairperson will be the area officer in charge of opening and operating the Zoom ASC meeting. Other ASC participants could be asked to take care of the Zoom meeting if necessary. For Sub-Committee meetings, the Area Zoom account will be handled by the Sub-Committee chairpersons or others as designated by the GMASCNA.

Meeting and Voting Procedures

Meeting Time and Place

The regular monthly meeting of GMASCNA will be on third Saturday at 11:00 a.m., at a location decided upon by the GMASCNA as a whole. GMASCNA meetings shall, however, not be held in a private residence, but rather in a public facility to ensure open access to all GMASCNA participants.

The GMASCNA regular monthly meeting shall not exceed 3 hours without a 51% vote to extend by the GSR's present. If the third Saturday falls on a holiday, then the meeting shall be held on the previous non-holiday Saturday. In the absence of the Chairperson, Vice-Chairperson, Secretary, then Treasurer, the GSR's may elect a Chairperson to conduct GMASCNA business by 11:30 a.m.

Consensus Based Decision Making

Be it resolved that GMASCNA in business sessions utilize consensus-based decision making except in time sensitive matters.

Meeting Format

The area meetings are fully open to the NA fellowship and input by the individual members is encouraged. Monthly GMASCNA meetings shall be conducted by utilizing A Guide to Local Services in Narcotics Anonymous and the following format:

1. ASC Opening Prayer
2. Reading of the Twelve Traditions and Twelve Concepts of NA Service
3. Establish voting members, absent groups, officer absences, and vacant offices
4. Reading of the Minutes from the previous ASC meeting
5. Home Group reports
6. Sub-Committee Reports
7. RCM report

8. RCM Alt. report
9. Treasurer's report
10. Unfinished Business
11. New Business (1st – financial requests)
12. Open Forum
13. Announcements
14. Closing prayer

Discussion and Voting Policies

1. GSR's and their Alternates make proposals and vote, each member group having one (1) vote to be cast by its GSR or Alternate.
2. GMASCNA Sub-Committee Chairpersons may make proposals which pertain to their sub-committees.
3. GMASCNA Officers and Sub-Committee Chairpersons may not vote
4. Discussion of GMASCNA business shall be conducted by GSR's, GMASCNA officers, and Sub-Committee Chairpersons. Other members of NA who are present should also be recognized to speak but may not make proposals or vote.
5. Proposals made at GMASCNA meetings must be written legibly on standard proposal forms and presented to the GMASCNA Secretary when made.
6. Proposals concerning removal of Groups from the meeting list and removal of Officers, as well as proposals to suspend (excluding Activities Chairperson, Literature Chairperson, and Treasurer clean time requirements) and/or amend area policy, require a 51% majority of established voting members to pass.
7. If a quorum is not present the proposal shall be tabled to home groups for a conscience. At next month's ASC meeting the policy change or amendment will be voted on regardless of a quorum.

Elections Nominations Procedures

1. Officers and Sub-Committee Chairpersons of the GMASCNA shall be nominated and elected from members of GMASCNA Groups.
2. Nominations of GMASCNA Officers and Sub-Committee Chairpersons can be made by any GMASCNA GSR or GSR-ALT.
3. Upon nomination, the candidate must accept and qualify in person at a GMASCNA meeting by: filling out a service resume, declaring their willingness to serve, stating clean time, previous service experience, a working knowledge of the 12 Steps and 12 Traditions of NA, and a commitment to serve to the best of their ability.
4. Nominations of GMASCNA Officers and Sub-Committee Chairpersons and the required expressions of willingness and qualifications of those nominees are to be made at the regular December GMASCNA meetings, in person. Elections shall be held at the regular January GMASCNA meeting.
5. Service resumes including statement of willingness and qualifications must be submitted to the GMASCNA Secretary 6-7 days after the December ASC meetings and shall be emailed with the GMASCNA December minutes.

Election and Voting Procedures

1. Officers and Sub-Committee Chairpersons of the GMASCNA shall be elected by the GSRs or their Alternates, remembering that each member group has only one (1) vote.
2. Voting shall take place by paper ballot. Ballots shall be handed out by (2) two trusted servants appointed by the GMASCNA who are not candidates at the beginning of Unfinished Business and shall be collected and tallied by the same (2) two trusted servants before the close of Unfinished Business. Results shall be announced at the beginning of New Business. Votes shall remain confidential.
3. Elections shall be held at the regular January GMASCNA meeting.
4. All terms of office shall begin at the February GMASCNA meeting.

Filing Vacant Positions

1. Nominations to fill vacant offices may be made at any regular GMASCNA meeting and voted on at the following month's GMASCNA meeting.
2. Nominees must qualify in the same manner described for regular election nominations.
3. Nominations remain open until at least one (1) nomination has been made, then voting shall take place at the following GMASCNA meeting. If the position is vacant, the GMASCNA chairperson may temporarily appoint any present member who doesn't already hold a GMASCNA position to be approved by GSRs. Normal election procedures will follow.
4. Officers elected between regular elections shall serve partial terms ending the same times as full terms do.

Removal of Officers

1. Officer, Representative, or Member of the GMASCNA who relapses will immediately be removed from office.
2. An automatic proposal shall be made to remove any GMASCNA Officer at the time of that Officer's third (3rd) consecutive absence from a regular GMASCNA meeting.
3. A proposal may be made to remove an Officer for non-compliance with the duties of her/his position outlined above or for misappropriation of funds.
4. All proposals for removal of Officers require a 51% majority to pass. (Except in case of relapse)

Trusted Servants

The GMASCNA shall define its area officers as follows: Chairperson, Vice Chairperson, Secretary, Treasurer I, Treasurer II, RCM, RCM Alternate, and Sub-Committee Chairs.

Attendance

All GMASCNA Officers are required to attend all GMASCNA meetings except when illness or emergency prevents attendance. Officers are required to contact the GMASCNA Chairperson if they expect to be absent.

Officers and Sub-Committee Chairpersons Term Succession

GMASCNA Officers and Sub-Committee Chairpersons may succeed themselves but cannot serve for more than five (5) consecutive terms in the same position. Suspension of this policy must be approved by 51% majority of GSR's present.

Officer Requirements and Duties

Chairperson

The GMASCNA Chairperson arranges an agenda for and presides over each GMASCNA meeting. The Chairperson's duties include the following:

1. Preside over GMASCNA meetings and conduct business in an orderly fashion with an impartial and firm yet understanding hand.
2. Maintain an updated list of GSR, GMASCNA Officers, and Sub-Committee Chairperson email addresses in conjunction with the GMASCNA Secretary.
3. Required to attend all area policy meetings.
4. May serve as cosigner on the GMASCNA bank account.
5. Serve as an admin and moderate the GMASCNA Facebook page.
6. Should have at least five (5) years of complete and continuous abstinence from all drugs. Three (3) years complete and continuous abstinence from all drugs required. Suspension of this policy must be approved by 2/3 majority of GSRs present.
7. Suggested one (1) year service experience as a GMASCNA participant.

Vice-Chairperson

The Vice-Chairperson shall be able to perform the duties of the Chairperson in case of the Chairperson's absence. The duties of the Vice-Chairperson include the following:

1. Shall be responsible for conducting a workshop on the GMASCNA policy on an annual basis or as needed.
2. Shall be responsible for maintaining a list of proposals made affecting policy and passed through the GMASCNA calendar year.
3. Shall be area officer in charge of opening and operating the Zoom ASC meeting.
4. If a sub-committee chair position is vacant, the vice chairperson will fill the position until a sub-committee chair is elected and voted in.
5. Serve as an admin and moderate the GMASCNA Facebook page.
6. Should have at least four (4) years of complete and continuous abstinence from all drugs. Two (2) years complete and continuous abstinence from all drugs required.
7. Suggested nine (9) months of service experience as a GMASCNA participant.

Secretary

The Secretary's duties include the following:

1. Keep accurate minutes of all GMASCNA meetings, including all group and regional business, and voting results on proposals. Also - maintain and update files in the Google Drive account..
2. Make and distribute typed copies of all minutes to the following: GMASCNA Officers, Sub-Committee Chairpersons, and GSR's by email unless otherwise requested. The Secretary's duties include the following:
3. Minutes are to be distributed no later than seven (7) days after each regular GMASCNA meeting.

4. Work with the GMASCNA Chairperson in maintaining the GSR, GMASCNA Officer, and Sub-Committee Chairperson email address list. This list is not to be distributed to anyone other than area officers.
5. Shall distribute standard all forms (group report, proposal, service resume, etc.) to all GSR's.
6. Required to attend all area policy meetings.
7. Serve as an admin and moderate the GMASCNA Facebook page.
8. Should have at least one (1) year complete and continuous abstinence from all drugs.
9. Suggested one (1) year service experience as a GMASCNA participant, Group Secretary, or Sub-Committee Secretary.

Treasurer

The commitment of Treasurer I/Treasurer II is for one year and two years respectively. The first year of service is spent as the Treasurer II, becoming familiar with the service position and attending all GMASCNA meetings. If for any reason the Treasurer I is unable to complete the full term, the Treasurer II assumes the office of the Treasurer I for the remainder, followed by the one-year term as Treasurer I. GSR approval is required any time the Treasurer II is to become Treasurer I. The requirements for the Treasurer II are the same as Treasurer I.

1. The Treasurer is responsible for the finances of GMASCNA business, services, as well as maintaining the GMASCNA treasury.
2. Shall submit a report the day of the regularly scheduled GMASCNA meeting.
3. Shall maintain a list of monthly budgeted amounts to be set-aside for specific purposes. These should include but are not limited to: RCM and RCM Alt. expenses, MRSCNA donation, and Sub-Committee monthly budgets.
4. Maintain accurate records of the GMASCNA treasury and work with the GMASCNA Literature Sub-Committee Chairperson to maintain the GMASCNA Literature inventory and running balance.
5. Serve as cosigner on the bank account.
6. Responsible for maintaining GMASCNA accounts (Bank, Website, Literature sales, etc.).
7. Responsible for the GMASCNA checkbook and debit card.
8. Responsible for disbursement of all funds – including direct payments, automatic payments (Literature Orders and Website), financial requests made by Sub-Committee chairs, or other members of the GMASCNA. If a Sub-Committee or other officer of the GMASCNA requests area funds or reimbursement of monies spent on pre-approved expenditures of the GMASCNA, a receipt or invoice must be presented to the GMASCNA Treasurer.
9. Responsible for being the link between the GMASCNA treasury and the GMASCNA as a whole.
10. Should have at least five (5) years of complete and continuous abstinence from all drugs. Three (3) years complete and continuous abstinence from all drugs required. Suspension of this policy must be approved by 2/3 majority of GSR's present.
11. Suggested one (1) year service experience as group Treasurer and/or GMASCNA Officer.

General Financial Procedure

The following expenses shall be paid by the GMASCNA treasurer in this priority:

Expenses (Set-Aside Amounts)

1. Set-aside for monthly GMASCNA H & I monthly budget.
2. Set-aside for monthly GMASCNA Public Relations Sub-Committee monthly budget.
3. Set-aside for monthly GMASCNA Activities Sub-Committee monthly budget.
4. Set-aside for GMASCNA RCM/RCM Alt. expenses to MRSCNA conferences. (currently \$80.00) (April, July, and October) (The January and March Regional meeting will be held on Zoom.)
5. Set-aside for the GMASCNA Zoom Account (currently \$18.18).
6. Set-aside for yearly GMASCNA Website fees (currently \$20.00).
7. Set-aside for monthly GMASCNA building rent for regular meetings, Sub-Committee meetings, and special GMASCNA meetings. (currently \$10.00)

RCM and RCM Alternate

The regional committee member is the representative of the GMASCNA and speaks for the Members and Groups of the area. The RCM should always be responsible to the groups they serve. The office of RCM is immensely important for an RCM is the next link in expressing the will of a loving God, placing principles before personalities at all times. The primary purpose of the RCM is to work for the good of NA, providing two-way communication between the GMASCNA and the rest of NA, particularly with the region and neighboring Area Service Committees.

The RCM expresses the group conscience of the GMASCNA at the regional level. The RCM and RCM Alternate attends all the regional meetings as well as other regional committees and takes part in any decisions which affect the region, speaking as the GMASCNA's group conscience. The commitment of RCM/RCM Alternate is for one year and two years respectively. The first year of service is spent as RCM Alternate, becoming familiar with the service position, attending all GMASCNA and MRSCNA meetings, and representing the GMASCNA if the RCM is absent. If for any reason the RCM is unable to complete the full term, the RCM Alternate assumes the office of the RCM for the remainder, followed by the one-year term as RCM. GSR approval is required any time the RCM Alternate is to become RCM. The requirements for the RCM Alternate are the same as RCM.

The RCM 's duties include the following:

1. Represent the GMASCNA conscience at all MRSCNA meetings.
2. Submit to the GMASCNA a quarterly and in between as needed report of MRSCNA business and other pertinent information three (3) days after the regularly scheduled GMASCNA meeting, including any MRSCNA proposals that the GMASCNA needs to conscience.
4. Provide a yearly report on the GMASCNA to the MRSCNA, with GSR input.
5. Provide the GMASCNA with a Regional Service Conference Agenda along with registration information, prior to each quarterly conference.
6. Have the time and resources necessary to fulfill the position.
7. The RCM and RCM Alt. will currently be given \$120.00 each for travel and lodging. The RCM and RCM Alt will submit a travel report with their ASC meeting report, including receipts

for lodging, and gas. It is strongly recommended that the RCM and RCM Alt. travel and lodge together (if possible) to save money.

8. Should have at least three (3) years complete and continuous abstinence from all drugs.

9. Suggested one (1) year service experience as a GMASCNA participant.

Sub-Committees General Description

Due to the complex nature of service work, the actual work of the GMASCNA is done by sub-committees. As in all GMASCNA business, sub-committees are bound by the 12 Traditions and 12 Concepts of NA and are directly responsible to the GMASCNA and the Groups they serve. Sub-Committees shall all be standing unless designated Ad-Hoc by the GMASCNA.

Sub-Committee Membership

Sub-Committee membership is open to all members within the boundaries of the GMASCNA of the NA fellowship who want to participate, though specific requirements for some service positions may be set by the Sub-Committee. (See Sub-Committee guidelines/policy for details). All other AD-Hoc and Sub-Committees the GMASCNA may form such as Outreach, Special Needs, etc. shall follow the same procedures and policy as prescribed for the GMASCNA's standing Sub-Committees. The formation of new sub-committees and/or AD-Hocs must be approved by a 51% vote of the GSR's.

Sub-Committee Requirements and Duties

1. Every standing Sub-Committee shall create guidelines/policy (subject to GMASCNA approval) for that Sub-Committee to operate under.
2. Sub-Committees may make nominations for the chairperson's position of that Sub-Committee.
3. Other Sub-Committee Officers are elected within the Sub-Committee.
4. Sub-Committees shall ensure that all committee members have access to, read, understand, and follow all NA Fellowship Approved handbook(s) or guidelines relating to that Sub-Committee.
5. All Sub-Committees/Ad-Hoc Committees should come to GMASCNA meetings to request funds. If a Sub-Committee of the GMASCNA requests area funds or reimbursement of monies spent on pre-approved expenditures of the GMASCNA, a receipt or invoice must be presented to the GMASCNA Treasurer.

Sub-Committee Chairperson Requirements and Duties

Sub-Committee chairpersons are responsible for their respective Sub-Committees, including the following:

1. Maintain the function and purpose of that Sub-Committee.
2. Obtain and follow an up-to-date copy of NA fellowship approved handbooks or guidelines (purchased by the GMASCNA) relating to that Sub-Committee.
3. The Sub-Committee chairperson shall provide the GMASCNA with a report (through forms supplied by the area secretary) no more than three (3) days after the regularly scheduled GMASCNA meeting of that Sub-Committee's meetings and activities.
4. Sub-Committee Chairpersons are trusted servants of the GMASCNA and directly responsible to the GMASCNA.

5. Work with the rest of the members of the Sub-Committee to formulate and/or update an internal policy document (subject to GMASCNA approval).
6. A Sub-Committee chairperson is elected through regular officer election procedure and serves for a one (1) year term.
7. Sub-Committee chairperson must follow GMASCNA policy regarding area office terms.

Sub-Committee Policy Activities Sub-Committee Policy Definition

The GMASCNA Activities Sub-Committee is a standing committee of the GMASCNA. It is composed of volunteer members from GMASCNA groups.

Statement of Purpose

The GMASCNA Activities sub-committee has been created in harmony with our Traditions to celebrate recovery, promote Fellowship, unity, and work with other sub-committees. No activities put on by the GMASCNA Activities Sub-Committee shall be held in a private residence.

Responsibilities

The GMASCNA Activities Sub-Committee serves the GMASCNA member Groups as directed by the GMASCNA. The sub-committee shall discharge the following duties in a conscientious and responsible manner.

Area Picnic Policy

The GMASCNA shall have a picnic once a year to commemorate the formation of the area, to be held in August. The date, time, and place for the picnic and speaker for the speaker meeting shall be decided upon by the GMASCNA or an Ad-Hoc appointed by the GMASCNA or by an Activities Sub-Committee if one exists, subject to GMASCNA approval. All plans regarding the picnic shall be presented to the GMASCNA no later than the June ASC meeting.

Membership

Any GMASCNA member of Narcotics Anonymous may become a member of this Activities Sub-Committee by attending sub-committee meeting. Members are bound to comply with the clean time requirements of the individual offices set by this sub-committee. Clean time shall be considered complete and continuous abstinence from all drugs.

Business Meeting

Business meetings shall be held at least once a month separate from the ASC meeting at a place and time designated by the Activities Sub-Committee Chairperson. No business meeting shall last for more than one and one-half hours except by a vote to extend this time by the members present at said meeting.

Voting

1. Those addicts who have been defined as members of this Activities Sub-Committee are eligible to vote on matters concerning Activities work within the Area Service Committee.
2. The required quorum shall be consensus based by those members present at the time of the decision. If a consensus cannot be reached a simple majority will be taken.

3. Activities Sub-Committee group consciences are open to participation by all members of this sub-committee.

Format

The format for conducting Activities sub-committee meetings shall be as follows:

1. Opening Prayer
2. Reading of the Twelve Traditions of N.A.
3. Reading of the minutes of the last Activities sub-committee meeting
4. Activities Sub-Committee Chairperson's Report.
5. Old business
6. New business
7. Open Forum
8. Closing Prayer

Elections

The election of Activities Sub-Committee officers shall be held once each year in January with the elected officers assuming office in February.

Officers

The Activities Sub-Committee Officers are Chairperson, Vice-Chairperson, and Secretary. In all cases the term of office is for one year. All nominees must meet the qualifications as outlined below. All officers are nominated and approved by the Activities Sub-Committee. The Activities Sub-Committee Chairperson is subject to GSR approval.

Responsibilities and Duties

Chairperson

1. Shall communicate with all Area Groups concerning their needs and desires for Fellowship activities.
2. Shall be responsible for planning and putting on the annual area picnic as defined under Area Picnic Policy. And other area activities as feasible.
3. Shall preside over the monthly business meeting and give an Activities Sub-Committee report at each monthly GMASCNA meeting.
4. Shall be responsible for turning over all monies collected at GMASCNA activities to the GMASCNA Treasurer I or Treasurer II.
5. Shall plan and participate in GMASCNA activities.
6. Shall act as directed by the GMASCNA.
7. Must have at least two (2) years complete and continuous abstinence from all drugs.

Vice-Chairperson

1. Shall assist the Chairperson in the performance of his/her duties.
2. Shall fulfill any and all Chairperson duties in his/her absence duties.
3. Should have at least one (1) year of complete and continuous abstinence from all drugs.

Secretary

1. Records minutes of all meetings of the sub-committee and maintain archives of prior meeting minutes and related materials.
2. Copies and distributes minutes from sub-committee meetings.
3. Keeps current records of all sub-committee members including email addresses and phone numbers.
4. Should have at least six (6) months of complete and continuous abstinence from all drugs.

Hospitals and Institutions (H&I) Policy

Definition

The GMASCNA Hospitals and Institutions Sub-Committee is a standing committee of the GMASCNA. It is composed of volunteer members from GMASCNA groups.

Statement of Purpose

The GMASCNA Hospitals and Institutions Sub-Committee has been created in harmony with our Traditions to carry the message to the addicts who still suffer in hospitals and institutions, is accomplished through the operations of panels which visit the institutions on a regular basis. These panels are made up of a panel leader; and one or more panel members. Also, at the discretion of the panel leader, a panel visitor may be invited to attend the meeting. Panel leaders are selected and approved by the H&I sub-committee. Panel members are selected by panel leaders from among eligible NA member in the GMASCNA area.

Responsibilities

GMASCNA Hospitals and Institutions Sub-Committee serves the GMASCNA member Groups as directed by the GMASCNA.

Membership

Any GMASCNA member of Narcotics Anonymous may become a member of the Hospitals and Institutions Sub-Committee by attending sub-committee meetings. Members are bound to comply with the clean time requirements of the individual offices set by this sub-committee. Clean time shall be considered complete and continuous abstinence from all drugs.

Business Meeting

Business meetings shall be held at least once a month separate from the ASC meeting at a place and time designated by the Hospitals & Institutions (H&I) Sub-Committee Chairperson. No business meeting shall last for more than one and one-half hours except by a vote to extend this time by the members present at said meeting.

Voting

1. Those addicts who have been defined as members of this H&I Sub-Committee are eligible to vote on matters concerning H&I work within the Area Service Committee.
2. The required quorum shall be consensus based by those members present at the time of the decision. If a consensus cannot be reached a simple majority will be taken.
3. H&I Sub-Committee group consciences are open to participation by all members of this sub-committee.

Format

The format for conducting H&I sub-committee meetings shall be as follows:

1. Opening Prayer
2. Reading of the Twelve Traditions of N.A.
3. Reading of the minutes of the last Hospitals and Institutions sub-committee meeting.
4. Hospitals and Institutions sub-committee Chairperson's Report
5. Old Business
6. Panel Leader reports and any new business
7. Open Forum
8. Closing Prayer

Elections

The election of Hospitals and Institutions Sub-Committee officers shall be held once each year in January with the elected officers assuming office in February.

Officers

The Hospitals and Institutions Sub-Committee election of officers shall be held once a year with the officers assuming office following the election of the H&I chairperson. All officers are nominated and approved by the H&I Sub-Committee. In all cases the term of office is for one year. All nominees must meet the qualifications as outlined below. All officers are nominated and approved by the Hospitals and Institutions Sub-Committee. The Hospitals and Institutions Sub-Committee Chairperson is subject to GSR approval.

Responsibilities and Duties Chairperson

1. Shall keep in close contact and work with panel leaders as panel coordinator.
2. Shall keep an up-to-date list of all panel leaders (to include names, email addresses, clean time dates, and phone numbers)
3. Shall communicate with all panel leaders regarding any changes of the rules of the institution being served.
4. Shall be responsible, with the panel leader, for assessing literature needs, placing literature in the institution served, and obtaining literature and other materials from the ASC.
5. Shall preside over the monthly business meeting and give an H&I Sub-Committee report at each monthly GMASCNA meeting.
6. Shall contact any panel leader following absence from the monthly business meeting, to learn the reason for the absence and receive a report for the panel leader's meeting commitment.
7. Shall conduct at least two (2) H&I Learning Days each year.
8. Should have at least two (2) years of complete and continuous abstinence from all drugs.

Vice-Chairperson

1. Shall assist the Chairperson in the performance of his/her duties.
2. Shall preside over the sub-committee business meetings in the absence of the chairperson.
3. Should have at least one (1) year of complete and continuous abstinence from all drugs.

Secretary

1. Records minutes of all meetings of the sub-committee and maintain archives of prior meeting minutes and related materials.

2. Copies and distributes minutes from sub-committee meetings.
3. Keeps current records of all sub-committee members including email addresses and phone numbers.
4. Should have at least six (6) months of complete and continuous abstinence from all drugs.

H&I Panel

The Primary purpose of H&I, carrying the message to the addicts in hospitals and institutions, is accomplished through the operation of panels, which visit the institutions on a regular basis. These panels are made up of a panel leader and one or more panel members. Also, at the discretion of the panel leader, a panel visitor may be invited to attend the meeting. Panel leaders are selected and approved by the H&I sub-committee. Panel members are selected by panel leaders from among eligible NA members of the GMASCNA area.

Attendance at H&I meetings/presentations is limited to the following: panel leader, panel members, panel visitors, facility residents, and facility staff if required by the facility. If facility staff attend, they should be informed that may attend as observers only (see current H&I handbook).

Panel Members

1. Must attend the meeting regularly.
2. Must give notice to the panel leader if unable to attend any meeting.
3. Shall take an active role in the meeting as a speaker or in whatever other capacity as may be requested by the panel leader.
4. Shall adhere to the rules of the facility wherein they are, in fact, a guest.
5. Shall keep in mind that they are viewed as a representative of N.A. and should conduct themselves responsibly.
6. May resign as a panel member by giving one-week prior notice to the panel leader.
7. Shall attend the learning day as specified in the section on Learning Days.
8. Must have six (6) months of complete and continuous abstinence from all drugs or more as designated by the facility
9. Should attend two meetings as a panel visitor before becoming a panel member. Panel visitors sharing will be at the discretion of the panel leaders.

Panel Visitors

1. May attend a particular H&I meeting at the discretion of the panel leader.
2. Shall adhere to the rules of the facility wherein they are, in fact, a guest.
3. Unless otherwise requested by the panel leader, take no active participation in the meeting being conducted.
4. Must have ninety (90) days of complete and continuous abstinence from all drugs.

Learning Days

H&I will conduct 2 learning days each year. All panel leaders and officers must attend all learning days.

Format

A general format for use in area H&I meetings/presentations has been approved and enclosed. It may be adapted for use in specific facilities.

Other

The H&I Chairperson, panel leaders, and panel members should be familiar with the H&I handbook. In particular they should be familiar with the H&I handbook section that pertains to their specific facility. For the Do's and Don'ts and any other procedures pertaining to H&I meetings, the current H&I Handbook (from the WSO) is to be consulted. Attire and behavior must be appropriate as explained by the panel leader.

Literature Sub-Committee Policy

Definition

The GMASCNA Literature Sub-Committee is a standing committee of the GMASCNA. It is composed of volunteer members from GMASCNA groups.

Statement of Purpose

The GMASCNA Literature Sub-Committee has been created in harmony with our Traditions to provide the member groups of the GMASCNA with literature and to participate in our approval literature process.

Responsibilities

The GMASCNA Literature Sub-Committee serves the GMASCNA member Groups as directed by the GMASCNA.

Membership

Any GMASCNA member of Narcotics Anonymous may become a member of the Literature Sub-Committee by attending sub-committee meetings. Members are bound to comply with the clean time requirements of the individual offices set by this sub-committee. Clean time shall be considered complete and continuous abstinence from all drugs

Business Meeting

Business meetings shall be held at least once a month separate from the ASC meeting at a place and time designated by the Literature Sub-Committee Chairperson. No business meeting shall last for more than one and one-half hours except by a vote to extend this time by the members present at said meeting.

Voting

1. Those addicts who have been defined as members of this Literature Sub-Committee are eligible to vote on matters concerning Literature work within the Area Service Committee.
2. The required quorum shall be consensus based by those members present at the time of the decision. If a consensus cannot be reached a simple majority will be taken.
3. The Literature Sub-Committee group consciences are open to participation by all members of this sub-committee.

Format

The format for conducting Literature sub-committee meetings shall be as follows:

1. Opening Prayer

2. Reading of the Twelve Traditions of N.A.
3. Reading of the minutes of the last Literature sub-committee meeting.
4. Literature sub-committee Chairperson's Report.
5. Old business
6. New business
7. Open Forum
8. Closing Prayer

Elections

The election of Literature Sub-Committee officers shall be held once each year in January with the elected officers assuming office in February.

Officers

The Literature sub-committees Officers are Chairperson, Vice-Chairperson, and Secretary. In all cases the term of office is for one year. All nominees must meet the qualifications stipulated in these Guidelines. All officers are nominated and approved by the Literature Sub-Committee. The Literature Sub-Committee Chairperson is subject to GSR approval.

Responsibilities and Duties Chairperson

1. Maintains an adequate supply of NA literature to meet the needs of the GMASCNA.
2. Stocks and makes available review and approval-form literature.
3. Serves as a communication link in all matters of literature between the groups, GMASCNA, Mountaineer Region, and the World Service Committee.
4. May serve as cosigner on the GMASCNA bank account.
5. Provides the forum and atmosphere where members may contribute to the development and creation of NA literature.
6. Shall preside over the monthly business meeting and give a Literature Sub-Committee report at each monthly GMASCNA meeting.
7. Distributes literature upon request in a timely fashion and provides representation and participation in the GMASCNA.
8. Works with the GMASCNA Treasurer to maintain the GMASCNA Literature inventory and running balance.
9. Should have at least five (5) of complete and continuous abstinence from all drugs. Three (3) years of complete and continuous abstinence from all drugs required. Suspension of this policy must be approved by 2/3 majority of GSRs present.

Vice-Chairperson

1. Assumes the duties of Chairperson in the case of Chairperson's absence.
2. If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the GMASCNA.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Responds to all inquiries of members relating to Literature policy and procedure.
5. Should have at least four (4) years of complete and continuous abstinence from all drugs. Two (2) years of complete and continuous abstinence from all drugs required.

Secretary

1. Records minutes of all meetings of the sub-committee and maintain archives of prior meeting minutes and related materials.
2. Copies and distributes minutes from sub-committee meetings.
3. Keeps current records of all sub-committee members including email addresses and phone numbers.
4. Should have at least one year (1) of complete and continuous abstinence from all drugs. Nine Months (9) months of complete and continuous abstinence from all drugs required.

Procedures for Inventory Management

1. The sub-committee shall maintain a literature inventory of no less than \$400.
2. An accurate continuous inventory shall be kept at all times.
3. Physical inventory shall be taken every June or upon the election of the new Sub-Committee Chairperson and reported to the GMASCNA.

Procedures for Accepting and Filling Orders

1. Literature shall be priced to cover all costs incurred (price, tax, shipping, etc.) but not to produce profit. Literature pricing adjustments must be reported to and approved by the GMASCNA.
2. An order can be placed in person, phone call or text message to the Sub-Committee Chairperson.
3. A payment for literature in cash is due upon order.
4. Order accuracy must be confirmed upon receipt of order.
5. Any Literature order discrepancies must be addressed to the Sub-Committee Chairperson.

Procedure for Literature Purchases

1. Orders will be prepared and compiled by the Literature Sub-Committee. The Literature Sub-Committee Chairperson will work with the GMASCNA Treasurer to pay for the literature order.
2. The GMASCNA debit card will be used to pay for all Literature orders.
3. The Literature Sub-Committee Chairperson shall deposit the money from all literature sales in the GMASCNA bank account before each monthly GMASCNA meeting.

Procedures for Review of NA Literature

1. The Sub-Committee facilitates the evaluation process for any NA literature from the WSO.
2. The Sub-Committee will follow the procedures outlined in the Handbook for NA Literature Committee for these processes.
3. The literature committee also evaluates any local fellowship NA literature such as newsletters and/or writings that wished to be put into future NA literature. The Sub-Committee will follow the procedures outlined in the Handbook for NA Literature Committee for these processes.

Public Relations (PR) Sub-Committee Policy

Definition

The purpose of the Greater Morgantown Area Public Relations Sub-Committee is to inform the public that NA exists. NA offers recovery from addiction and information about how and where

to find NA. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, Twelve Concepts of Service of NA, and the Public Relations Handbook.

Statement of Purpose

The GMASCNA Public Relations Sub-Committee has been created in harmony with our Traditions to inform the public of the message of NA.

Responsibilities

The GMASCNA Public Relations sub-committee serves the GMASCNA member Groups as directed by the GMASCNA.

Membership

Any GMASCNA member of Narcotics Anonymous may become a member of the Public Relations Sub-Committee by attending sub-committee meetings. Members are bound to comply with the clean time requirements of the individual offices set by this sub-committee. Clean time shall be considered complete and continuous abstinence from all drugs

Business Meeting

Business meetings shall be held at least once a month separate from the ASC meeting at a place and time designated by the Public Relations (PR) Sub-Committee Chairperson. No business meeting shall last for more than one and one-half hours except by a vote to extend this time by the members present at said meeting.

Voting

1. Those addicts who have been defined as members of this Public Relations Sub-Committee are eligible to vote on matters concerning Public Relations work within the Area Service Committee.
2. The required quorum shall be consensus based by those members present at the time of the decision. If a consensus cannot be reached a simple majority will be taken.
3. Public Relations Sub-Committee group consciences are open to participation by all members of this sub-committee.

Format

The format for conducting PR sub-committee meetings shall be as follows:

1. Opening Prayer.
2. Reading of the Twelve Traditions of N.A.
3. Reading of the minutes of the last Public Information sub-committee meeting
4. Public Relations sub-committee Chairperson's Report
5. Old business
6. New business
7. Open Forum
8. Closing Prayer

Elections

The election of Public Relations Sub-Committee officers shall be held once each year in January with the elected officers assuming office in February.

Officers

The Public Relations sub-committees Officers are Chairperson, Vice-Chairperson, Secretary, and Web-Servant. In all cases the term of office is for one year. All nominees must meet the qualifications stipulated in these Guidelines. All officers are nominated and approved by the Public Relations Sub-Committee. The Public Relations Sub-Committee Chairperson is subject to GSR approval.

Responsibilities and Duties Chairperson

1. Shall open and maintain lines of communication between NA and the public (utilizing the PR Handbook)
2. Shall respond to all requests for information in a timely and effective manner to be sure those requests are handled at the appropriate level of service: ASC, RSC and WSC
3. Shall preside over the monthly business meeting and give an PR Sub-Committee report at each monthly GMASCNA meeting.
4. Shall collaborate with neighboring PR sub-committees
5. Should have at least two (2) years of complete and continuous abstinence from all drugs.

Vice-Chairperson

1. Assumes the duties of Chairperson in the case of Chairperson's absence.
2. If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the GMASCNA.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Responds to all inquiries of members relating to policy and procedure.
5. Should have at least one (1) year of complete and continuous abstinence from all drugs.

Secretary

1. Records minutes of all meetings of the sub-committee and maintain archives of prior meeting minutes and related materials.
2. Copies and distributes minutes from sub-committee meetings.
3. Keeps current records of all sub-committee members including email addresses and phone numbers.
4. Should have at least six (6) months of complete and continuous abstinence from all drugs.

Contacts and Resources

1. GMASCNA and its Sub-Committees are the primary resource for the PR sub-committee.
2. Contact shall be made with the WSO, informing them of this sub-committee's existence and request information on PR work being done in neighboring areas/regions and a regional contact when available.

Ongoing Work

1. Information kits for speakers shall be created and continually updated to ensure a regular supply of members available to respond to request for speakers.
2. A database shall be created and continually updated that stores information on the professional mailings and PR contacts within the community.

3. In order to accomplish the above, this PR sub-committee will constantly and consistently share information and conduct training workshops, so that area representatives are up-to-date and knowledgeable about PR goals and activities. It is vital to incorporate a good understanding of our Twelve Traditions in all PR activities.
4. The Sub-Committee will follow the procedures outlined in the Handbook for Public Relations.

Web-Servant

1. Maintains and updates meeting lists (website and print version), posts activities, sub-committee meetings, and any area events on the official GMASCNA website.
2. Serves as an admin and moderates the GMASCNA Facebook and website including any updates, as well as keeping the other administrators current with regards to all postings.
3. Updates the meeting list on the GMASCNA Facebook page and Website. Also sends all meeting list updates to the RCM and MRSCNA Web Servant.
4. Works with the GMASCNA Treasurer to ensure the annual fees for the website are paid on time.
5. Should have at least two (2) years of complete and continuous abstinence from all drugs.